

**FREMONT COUNTY COMMISSIONERS MEETING MINUTES**  
**October 4, 2010**

**Present for the meeting were:** Commissioners Paul Romrell, Skip Hurt, and Lee Miller.

**Also attended by:** Clerk Abbie Mace, Deputy Clerk Cathy Conger, Prosecuting Attorney Joette Lookabaugh, Assessor Kathy Thompson, Parks and Rec Administrator Tamra Cikaitoga, Chief Deputy Sheriff Kurt Hillman, Planning and Building Interim Administrator Stephen Loosli, Sewer Supervisor Dan Lostutter, Public Works Director Marla Vik, Extension Agent Lance Ellis, IT Administrator Lisa Turner, Juvenile Probation Administrator Darin Burrell, Weed Department Supervisor Bryce Fowler, Chief Deputy Treasurer J'lene Cherry, Five County Detention Director Nicky Chavez

Commissioner Romrell called the meeting to order and welcomed those in attendance.

Stephen Loosli offered an opening prayer.  
Kurt Hillman led the Pledge of Allegiance.

**Elected Officials & Department Heads**

Sewer Supervisor Dan Lostutter – The Henry's Fork Landing lift station has been completed. Ponds Lodge lift station is almost done. The Targhee lift station is done. The Commissioners commended Mr. Lostutter for the work that him and his team do.

Chief Deputy Treasurer J'lene Cherry – The office is getting ready for tax drive. BLM paid their landfill assessment. Sewer rates are being worked on.

Parks and Rec Administrator Tamra Cikaitoga –The bridge project is moving forward. BLM will accept the application for the 80 acres by Frome Park that the county would like to acquire. The commissioners would like to consider the possibility of a ball park on that property. Mayor Jewell believes that would be a worthwhile project. It will come out of the cattle allotment in 2012.

Planning and Building Interim Administrator Stephen Loosli – He has been busy with administrative stuff and rebuilding the Planning and Building web site. We have established a server tool that allows the public to sign up to receive e-mail copies of notifications. There are some compliance issues that they are managing.

Assessor Kathy Thompson – Requested to meet with commissioners and Mr. Loosli later. She has moved her personal office to the office in GIS.

Weed Department Supervisor Bryce Fowler – They will be starting ground sterilization. They have pulled the boat washer but still have inspectors. The grants are starting early this year and he has one due by the end of the month. 3000 boat surveys were completed this year. RC&D compiles all the paperwork on that. We are the only ones in the state that are still inspecting boats.

IT Administrator Lisa Turner – They are busy with year end. The commissioners commended her office for responding to problems so quickly.

Extension Agent Lance Ellis – There is a class this Friday for food dehydrating and freezing. Next month there will be a beef school on November 23<sup>rd</sup> at 9:00am or 10:00am depending on when the instructors can be there. We are also working on a Spanish speaking pesticide class at the end of December. There are not a lot of classes being taught in Spanish so they would like to address those needs. He is getting soil testing kits and will be able to do soil testing for \$5 for local resident's small gardens.

Public Works Director Marla Vik – We have advertised for the bridges that we will replace this winter. Bids will be opened on October 18<sup>th</sup> but work won't start until mid November. They have closed the consultant bid for the Ora Bridge. We have met the deadlines for the consent order for the landfill. Bannock County is helping us with the leachate. The panel for the Ora Bridge can only have five members and only two of those can be from the county – Commissioner Skip Hurt and Ms. Vik. The first telephone conference will be at 9:00 am this Thursday.

Chief Deputy Sheriff Kurt Hillman – We are going to be hiring some employees. We have a review board on the 19<sup>th</sup> for a patrol officer and a supervisor. This will allow us to have more patrolmen out in the public. We have about 20 applications so far. Friday we received the bio metric fingerprint machine. It hooks us into the state and will eliminate a lot of paperwork. It will go into the room that we are creating by knocking out the wall. We have fourteen in custody and three housed out of county. The jail was certified last week. They have created a binder that contained the training certificates of all the officer, hours of certifications as well as other information. They have 36 employees and all performance interviews have been completed. The sheriff has the supervisor do an evaluation and then the sheriff does his as well.

Juvenile Probation Administrator Darin Burrell – Sharon Burke sent Joette Lookabaugh a copy of the ordinance that she has and Ms. Lookabaugh feels that we can move forward with this. Commissioner Romrell met with commissioners from other counties and they are thinking that they would like to do the same. Commissioner Romrell would like us to have something in place as soon as possible. Last Thursday the Board of Pharmacy recommended passing a ban on spice. Because of the type of drug that it is it has been difficult to move quickly on this.

Five County Detention Director Nicky Chavez – There are ten in detention, thirteen in treatment. They have completed the year end budget projects. The surveillance equipment has been updated. They are working on electronic documentation systems. He met with contract supervisors for the Federal Bureau of Prison to advocate for our treatment program. Commissioner Romrell commended Mr. Chavez on his work to increase the number of federal kids that we have compared to what he had last year. We are hiring part time reserve line staff. We will be interviewing this week and will be doing training in the following weeks.

Clerk Abbie Mace – We are getting ready for the annual employee blood draw October 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup>. Kristina Larsen will be sending out e-mails. The auditors were here Friday. They reported that everything looked good and everyone was very cooperative. The annual audit is in November. Absentee voting is progressing. She gave the commissioners the books for the FY2011 expense budgets and copies for the department heads. She was contacted by the State Tax Commission to serve on the committee on how the state is offering assistance to counties.

Prosecuting Attorney Joette Lookabaugh – She received a ruling on Fisherman’s Drive and the judge would like us to do another public hearing on whether or not there was enough notice that Vandersloot may not have been fully heard. Commissioner Miller and Ms. Lookabaugh changed the landfill agreement. She attended a drug conference. She likes the drug court in Madison County where the parents go with the offenders. If the offender successfully completes the program then the charges are dismissed. She is working with Ms. Turner to update her web site. Her office received chairs from Planning and Building. She is working with the sheriff’s office to investigate some serious sex crimes. There are two felony trials are coming up. There were five felony sentencing’s last week and received as much as eight years in custody.

Commissioner Skip Hurt – We have been changing all the lighting in the courthouse. It is almost finished. We are looking at remodeling in the sheriff’s office. We started the Island Park Road and Bridge building last week.

Commissioner Lee Miller – On October 13<sup>th</sup> Jim McNall will be here to present training on Open Meeting Laws for an advisory board meeting for committee members at 6:00 pm in the St. Anthony city building. We have an appeal hearing on a gravel appeal and a waterways hearing this week. On the 21<sup>st</sup> he is going to Dubois for a public hearing for bonds for the East Idaho Solid Waste District. On November 4<sup>th</sup> we meet and approve for the petition on that. The waste treatment program is moving forward. He went to Boise for meetings and has been able to reflect on what is going on with state wide problems. He is appreciative of how our county operates. The county looks great and it is because of all the work that county employees do.

Emergency Medical Services Director Bob Foster – The run volume is currently down. There is a disturbing trend of an increasing number of self pay. The St. Anthony building is finished. Pre-winter maintenance on ambulances will be done in the next week. The sand rail will go back out to the stud mill. To the best of his knowledge is that we did not lose any EMT’s with changing them to part time employees or true volunteers. We have added three new EMT’s. Commissioner Romrell commended all of the EMT’s for the work that they are doing and are willing to continue with the new standards. The bylaw committee has met twice and is meeting again tonight.

Commissioner Paul Romrell – He attended an Eastern Idaho Public Health meeting. Diseases are down in our county. We elected not to spray all the ponds for mosquitos and there appeared to be no change. Flu shots are now available. Swine flu vaccination is included in the shots. County employees will get free shots at the Health Department on October 15<sup>th</sup> from 8:30 am to 11:00 am or they can call and make an appointment. Our district is one of the strongest health districts in the state.

Discussion was held on protocol for GIS. GIS has been downsized and department heads will need to go through Ms. Thompson so that she can determine priorities. If you bypass Ms. Thompson by going to the commissioners you will be sent directly back to Ms. Thompson. Ms. Thompson has no preference on how department heads approach her about that.

Discussion was held on short term disability for the county. Currently the employees can choose personal leave time or use their short term disability but can’t take both at the same time. We have had requests from employees that they be able to take both at the same time. Some employees would like the option of whether or not they should have to purchase the short term disability at all.

Commissioner Hurt and Commissioner Miller agreed that should have that option. The commissioners will take this under advisement.

**Safe Haven Health Care Melissa Ourada RE: Present Contract Pocatello Psychiatric Hospital**  
Cancelled appointment

**Juvenile Probation Darin Burrell RE: Quarterly Update & Spice Update**

Mr. Burrell updated the commissioners on the spice problem. He feels that it is very important to have everything lined out before passing any kind of ordinance. There has been an increase but is unsure if it is because of usage or awareness. The Board of Pharmacy does recommend passing that ban and is waiting for the governor's signature. He was a speaker at Georgetown University in Washington DC. This is great exposure for the county. The main purpose of this conference was research. There are some positive things happening with this. There has been some concern about an elevated suicide rate in neighboring counties. Fremont County does not have a great deal of suicide however it is always a concern. Self reporting based program would be a good program to start at least in the schools and then move towards adults. Partnerships with the schools have been very good. Spice is just one of the issues with substance abuse in teenagers and we will be addressing all areas. We are looking at programs that will bring results. Another trend is that we are able to protect ourselves and while some of that is true we need to realize that the rest of the world is closer than we thought. We are working on ways that we can encourage parents and teenagers to be a positive change. There has been a decrease in female offenders and now there are more male offenders. He will be going to Boise for a sex offender conference. He has been nominated for the president for the IJJA Administrators. He will serve for 2 years in this position.

Commissioner Paul Romrell made the motion to amend the agenda to review an email from Kathy Lords. Commissioner Lee Miller seconded the motion. A full voice vote was heard with all commissioners voting in favor.

Discussion was held on the e-mail from Kathy Lords regarding property near Vernon Bridge. She would like to do a survey on this area and a gravel pit area. She would like the county to assist with the cost of the survey. The commissioners discussed what the interest of the county would be. Based on the e-mail they determined that it would be up to the property owners and the county does not appear to have any interest in this. She has the option of coming in to discuss this with them.

**IT Administrator Lisa Turner RE: Cell Phone Information**

Ms. Turner presented the reports to the commissioners that they had requested previously. There was a report from her as well as one from Verizon. There are fourteen employees that the county pays a portion of their personal phones. Discussion was held as to whether it is more cost effective to have cell phones through the county or to pay them on their check for use of their personal phone. Discussion was held that elected officials and department heads would have county phones and all others (such as supervisors) would receive a stipend on their paychecks. Commissioner Hurt believes that the commissioners need to make the decisions with the phones not the departments. The commissioners will talk with Ms. Vik about changing her phones to the county contract. The ones that we will pay the stipend on their paychecks will start on October 1<sup>st</sup>. The county will pay for phones for the elected officials and department heads.

Commissioner Skip Hurt made the motion to open the budget to change the way we are billing and assessing cell phone use so that we are compliant with IRS. Commissioner Lee Miller seconded the motion. A full voice vote was heard with all commissioners voting in favor.

The e-mail list generated from the web site was discussed. She would like to have one e-mail list for all departments rather than just one department. She would like to send out a newsletter type of email weekly. Cathy Conger could type up the information from the commissioners.

The proposed key card system for the courthouse doors is \$8300 and Keith Richey has \$4000 in Homeland Security Grants that he could put towards this. Mr. Richey believes that he can come up with some more money as well as for the sheriff's office. Commissioners would like them to explore this.

#### **Social Services – Debbie Adams Re: Indigent Claims**

Commissioner Romrell made a motion to go into executive session pursuant to IC 67-2345 (d) to consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho code at 12:39 p.m. Commissioner Hurt seconded the motion. A roll call vote was taken with Commissioner Romrell voting "Aye", Commissioner Hurt voting "Aye", and Commissioner Miller voting "Aye". Commissioner Romrell declared the meeting at 12:46 p.m.

Commissioners signed one new lien.

Quarterly report was reviewed.

Commissioner Miller made a motion to approve case #G2010-140. Commissioner Hurt seconded the motion. A full voice vote was heard with all commissioners voting in favor.

#### **Public Works Director Marla Vik RE: Department Report**

Commissioner Romrell received a call from Cindy and Lee Miller and wanted permission to open a fence to come out on the Parker highway (600 North). They need to go to Planning and Building for a road access permit for the first step. There was discussion on whether or not the county provides a load of gravel when someone has a new right of way from the farm to the road. The fee for this permit is for the county to come out and ensure that this is a safe access. Discussion was held on if they should be taking gravel to them or lowering the cost for a permit.

Commissioner Skip Hurt made the motion that the county drops the fee for a driveway permit from \$30 to \$20 for. Commissioner Lee Miller seconded the motion. A full voice vote was heard with all commissioners voting in favor.

Discussion was held on Road and Bridge cell phones. Ms. Vik is fine with having their cell phone in the same contract as the rest of the county.

Fleet Manager Justin Wickham presented the fleet managers report including the parts inventory and the maintenance costs for each department. He updated the commissioners on the hoist that was purchased.

Road and Bridge – The replacement plans for the 4 canal bridges are ready. Bid opening is the 18<sup>th</sup> at 9:40 am. The bid language specifies that they have to remove frozen material. Quotes from the excavating companies should be in later today. We will continue to hold onto the bonds for the blasting for Fish Creek for now.

It was recommended by the local Highway Efficiency Summit that local agencies meet with their legislators to talk about the funding issues for highways. November 12<sup>th</sup> is the Sixth District meeting that they are invited to. Commissioner Romrell feels that it is just as effective to write a letter.

Sewer System – Reviewed a letter with the commissioners that she would like to send out to help the public understand what has happened with the commercial sewer rates.

Landfill – Remediation plan for the contaminated soil and leachate removal was delivered to DEQ. We will need to hire a pumping truck. There are fifteen metals that we are required to test for in our monitoring wells at this time.

The statistical analysis raised some questions from DEQ. It has been recommended that we drill a new well rather than repair the damaged to the old one. It will cost more to drill a new one however we may have to anyway because of chromium. She has an estimate from CES but would like to refine it.

Commissioner Romrell asked Kellie at public health about how it was going with sewer permits for the cabin rentals. As far as she is concerned nothing is happening. They do not need to go to health department unless they need to have the sewer system sized.

#### **Planning and Building Administrator Stephen Loosli RE: Department Report**

Discussion was held on server system and their web page. We are planning on being consistently aggressive with notifications. We have a project under way with Computer Arts, Inc for building permits and complaints to be filed online.

He will be out of town October 13<sup>th</sup> – 15<sup>th</sup> for training.

He met with Mayor Jewell about the area of impact around the City of Island Park. We now have the development code and recommend that we enter into an agreement where Island Park rules prevail but county assists. Teton City's area of impact was discussed.

He meets weekly with Wilford residents regarding the gravel pit issue. It has gone well and they will be meeting again in a few weeks. They would like to have the gravel pits eliminated and feel that they have paid their price for gravel and would like them to go somewhere else. They would like to create an area of impact even though they are unincorporated.

Street naming and addressing ordinance was discussed. In just the Chester are there are 37 properties that do not have addresses posted. The ordinance has been updated and he would like to take this project over again to ensure that it is completed. Not having an address posted makes it difficult for emergency vehicles to respond effectively.

The shoot out barn is working on a sizable septic system upgrade to accommodate the lodging. This would be a commercial business and needs to go through that process. Criteria needed for this was reviewed. Planning & Zoning needs to have a hearing. If they approve it then there is no need to have a hearing at the county level.

Discussion was held on the perpetual yard sale. Discussion was held on house being built too close to the Henry's Lake Outlet.

He has received further calls on the trailers in Chester. Apparently there are now 4 trailers.

He opened a complaint on the Parker canal resident. Originally it was only temporary and they will investigate if that is still the fact.

Planning and Zoning commissioners accepted the change to eliminate the meeting stipend well.

He discussed the use of the meeting room in the building adjacent to Fremont County Annex for large hearings. He does not have a key for the larger conference room. We can use the room as long as we access it from the annex building.

There is compliance issue with a gravel pit. The security fence has not been built and but they stated that it would be installed immediately. They also stated that they would install trees which have not been done. They appear to have maintained the 100 foot distance requirement at the back of the pit. He will work with the property owner on this.

A question was posed that if someone is non-compliant on a current permit does that preclude them from obtaining another permit? Appendix J was reviewed to address this.

Zoning policies were reviewed. Sewer requirements were discussed.

### **Assessor Kathy Thompson RE: GIS**

Kathy Thompson discussed with the commissioners that Eli Hubbard will be leaving in the middle of December. He has been accepted to graduate school in Montana. Ms. Thompson proposed that addressing be done by Planning and Building department. When a building permit is done that is when an address needs to be assigned. Discussion was held on how this would affect street ranges for the election process. Cleaning up past addressing problems will remain in the GIS department so Planning and Building will only be doing new addresses. The contract with Rich Greenwood can be rewritten to include cleaning up the addressing problems. Mr. Greenwood will have his employee here 1 to 2 days a week for \$50,000 as part of the contract. This contract will continue to be reviewed. Discussion was held on whether or not a person needs to be at the GIS office full time. EMS is using the most updated map book rather than the GPS. There was some discussion on how to update and maintain the GPS system. Options were discussed about how to have someone in the office part time. Discussion was held on how long it would take for addressing to be cleaned up.

### **Miscellaneous**

Insurance contract was reviewed.

Timber sale contracts with the Forest Service were reviewed and signed. The bill was submitted and approved to come out of the Road and Bridge department.

Discussion was held on the Solid Waste Disposal agreement and the proposed fees. Commissioners reviewed the amended agreement.

Commissioner Lee Miller made the motion to sign the solid waste disposal agreement. Commissioner Skip Hurt seconded the motion. A full voice vote was heard with all commissioners voting in favor.

Commissioner Lee Miller made the motion to ratify liquor licenses that had been signed last week for Laurie and David Gillies dba Spurs and Spokes, E B & B inc dba Meadow Creek Lodge and Wild Rose Ranch Inc dba Jared's Wild Rose Ranch Resort. Commissioner Skip Hurt seconded the motion. A full voice vote was heard with all commissioners voting in favor.

Discussion was held on when the commissioners will sign liquor licenses. All commissioners agreed that liquor licenses will no longer be signed out of a scheduled commissioner meeting.

Discussion was held on the Colonial short term disability insurance. This was discussed with the department heads and the personnel policy would need to be revised. Discussion was also held on discussing with the carrier about giving the employees the option to have this insurance at all.

Commissioner Lee Miller made the motion to amend the personnel policy to allow employees the ability to use both their personal, sick, vacation or comp time leave and the short term disability insurance when they have a doctor's medical leave at the same time. Commissioner Skip Hurt seconded the motion. A full voice vote was heard with all commissioners voting in favor.

Commissioner Skip Hurt made the motion to bring the agent in and discuss the option of making the short term disability insurance optional to the employees. Commissioner Lee Miller seconded the motion. A full voice vote was heard with all commissioners voting in favor.

Commissioner Paul Romrell made the motion to amend the agenda to include a 2:20 pm time with Kathy Thompson to talk about contracts and time to sign an election of Debbie Karren on the East Idaho Public Health Board for Jefferson County. Commissioner Lee Miller seconded the motion. A full voice vote was heard with all commissioners voting in favor.

Commissioner Paul Romrell made the motion to appoint Debbie Karren from Jefferson County to be on the East Idaho Public Health Board. Commissioner Skip Hurt seconded the motion. A full voice vote was heard with all commissioners voting in favor.

Discussion was held on Commissioner Romrell continuing on the Public Health Board until the end of his term.

Discussion was held on public comment for the Waterways Ordinance. We have received public comments after the deadline. Joette Lookabaugh clarified that we cannot accept written public comment after the eight day deadline until the actual hearing when it can be submitted in person at that point.

Discussion was held on moving to a larger room in the adjoining building for the hearing.

Commissioner Lee Miller made the motion to approve the minutes from August 30<sup>th</sup>. Commissioner Skip Hurt seconded the motion. A full voice vote was heard with all commissioners voting in favor.

Commissioner Skip Hurt made the motion to approve the minutes from September 2<sup>nd</sup>. Commissioner Lee Miller seconded the motion. A full voice vote was heard with all commissioners voting in favor.

Discussion was held on the EMS Director job description. Clerk Mace stated that most of our job descriptions are not this detailed. Mr. Foster discussed with the unit presidents remodeling the units to the NIMS model. There is no field support in the various regions of Eastern Idaho as the state has closed the field office.

Claims were reviewed and submitted.

There being no further business to come before the board, the meeting was adjourned.

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Paul Romrell, Chairman  
Fremont County Commission

Attest: \_\_\_\_\_  
Abbie Mace, Clerk